

INDIANA DEPARTMENT OF TRANSPORTATION  
**CONSULTANT PREQUALIFICATION PACKAGE**  
**PART 2 - FINANCIAL INFORMATION**

All schedules should be provided in both hard copy and on an electronic medium in Excel, including schedules and work papers from CPAs.

**1. CONTRACTING ENTITY** \_\_\_\_\_

**2. INDIRECT COST RATE**

A. Has your firm been audited by a cognizant government agency (excluding tax audits) during the last 24 months?

☐ YES

☐ NO

B. A certified overhead audit report of the following type shall be submitted as Exhibit F.

☐ Cognizant Audit

☐ CPA Certified

☐ Self-Certified

If cognizant or CPA, include, as part of Exhibit F, a letter indicating the name of the cognizant audit agency or CPA, their address, and period covered and authorizing INDOT to receive information concerning their findings for your firms indirect cost rate. Information concerning these audit issues and the additional documentation needed for the level of certification, CPA, Self, etc. may be found at <http://www.in.gov/dot/business/design/overhead/index.html>.

**3. GENERAL ACCOUNTING INFORMATION**

Consultants must be capable of providing accurate and complete job cost information; accordingly, it is highly recommended a computerized accounting program using an integrated data base be used by all consulting firms doing business with the agency.

A. Month and day on which your accounting period ends: \_\_\_\_\_

B. Method of Accounting:

Tax: ☐ Cash ☐ Accrual

Job Cost Accounting: ☐ Cash ☐ Accrual

C. Does your firm use a manual or computer based accounting system?

☐ Manual

☐ Computer

D. If the firm uses a computer based accounting system, identify the software used and the scope of use, such as, payroll, general ledger, job/project cost, invoicing, etc.:

Software: \_\_\_\_\_

Applications: ☐ General Ledger ☐ Payroll ☐ Job Cost

Other: \_\_\_\_\_

E. Identify any changes in your accounting system and procedures in the last year.

\_\_\_\_\_  
\_\_\_\_\_

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F. Is the method of estimating costs for pricing purposes consistent with the accumulation and reporting of costs under your job cost system and posting to the general ledger?

☐ YES

☐ NO

G. Does the firm process payroll in-house or use an outside service? ☐ In-House ☐ Outside

If outside service is used, please identify the service: \_\_\_\_\_

**4. COST ACCOUNTING INFORMATION**

Attach a copy of a completed time sheet. (Exhibit G)

A. Do all employees, including owners, partners and principals, maintain accurate and complete time sheets?

☐ YES

☐ NO

B. Workforces generally consist of: (1) hourly workers - those paid on an hourly basis, and (2) salaried workers - those who receive an established annual salary. Additionally, many firms establish policies whereby certain classifications of workers do not receive additional compensation for overtime (O/T) hours worked.

1. If your firm has such a policy, explain the method used to cost these unpaid O/T hours to individual jobs. Use supplemental sheets if necessary. (Exhibit H)

☐ Unpaid O/T hours are not allocated as either direct or indirect costs

☐ Unpaid O/T hours are allocated to jobs at the employee's regular hourly rate

☐ Other (explain)\_\_\_\_\_

☐ N/A - All employees are compensated for O/T

2. Did any employee who was exempt from O/T compensation work more than 2080 hours during the last fiscal year? ☐ YES ☐ NO

C. Are job/project numbers assigned to all jobs-in-process? ☐ YES ☐ NO

D. Explain how employees know what job to charge/record on their time sheets:

\_\_\_\_\_  
\_\_\_\_\_

E. How do you assure individuals charge their time to the correct job?

\_\_\_\_\_  
\_\_\_\_\_

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F. How are coding errors on time sheets detected and corrected?

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G. Are corrections and changes to time sheets noted and traceable to the person who made the change? ☐ YES ☐ NO

**5. JOB COST RECORDS**

A. Is a job cost ledger or report maintained for every project? ☐ YES ☐ NO  
Attach a full explanation and a copy of a job cost report for a current project. (Exhibit I)

If the firm uses a manual accounting system, how is a job cost report created?  
Attach a full explanation (Exhibit J)

B. Method of charging labor to individual jobs:

☐ Actual Pay Rate ☐ Standard Cost Rate

☐ Other (explain) \_\_\_\_\_

C. Can labor hours/costs posted to a job cost record be traced to individual time sheets? ☐ YES ☐ NO

D. Can labor costs recorded in the job cost records be reconciled to payroll, general ledger and financial reports? ☐ YES ☐ NO

E. Has the firm made changes to the cost accounting procedures since the end of the last fiscal year? ☐ YES ☐ NO

If so, attach a page to this questionnaire explaining the changes and note the dates that the changes were made. (Exhibit K)

**6. UNALLOWABLE INDIRECT COSTS**

A. Contracting Entity is ☐, is not ☐ familiar with the regulations contained in Title 48 of the Code of Federal Regulations, Part 31.2 "Contract with Commercial Organizations" which details allowable and unallowable costs, and with the applicable State and Agency policies.

Firms may acquire access to 48 CFR, Part 31, the Uniform Audit and Accounting Guide, the State Travel Policy, INDOT policies, the Contract Audit Circulars, and standard forms for calculation of allowable compensation, Cost of Ownership, Mileage Rate, Facilities Capital Cost of Money and other documents from the web site: <http://www.in.gov/dot/business/design/overhead/index.html>

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B. How are unallowable costs identified and segregated from allowable costs?

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C. List unallowable costs that are segregated and excluded from overhead.

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**7. OFFICIAL(S) TO CONTACT CONCERNING THIS STATEMENT**

A. Name and Title \_\_\_\_\_

B. Phone Number \_\_\_\_\_ C. Fax Number \_\_\_\_\_

D. E-mail Address \_\_\_\_\_

**8. CERTIFICATION**

a. Typed Name of Submitting Principal:	b. Title:	c. Date:
d. Signature:		

Any questions concerning preparation of this document should be directed to the Manager of Auditing in the Office of Cost Accounting and Audits. (Bob Snider, (317)234-3989, [rsnider@indot.state.in.us](mailto:rsnider@indot.state.in.us))